

Briefing

Auditorium : videotaping confirmed

Posters have been distributed

STAT Signline in [ ] requested

Video Monitors in HOS requested

Component Personnel Officers notified

STAT [ ] access to compound verified

and VIP parking pass obtained

Lynn is seeing to getting handouts

to the bubble on Tuesday

Message listed on VM

Related Election Period

Deadline 30 June 1988

16 May 1988

MEMORANDUM FOR: Karen  
OP/LOGS

FROM: Jill  
OP/EBS

SUBJECT: FERS Counseling Center

While you were away, the rumor of another FERS Open Season became reality. The new deadline for FERS elections is 30 June 1988.

STAT EBS would like to establish another FERS Counseling Center in the Hqs Library, similiar to the last, beginning Tuesday, 24 May through 30 June. EBS has already contacted OIR and has obtained [ ] approval.

We need you to obtain and set up the following partitions and furniture in Hqs Library. I'm sure you will remember, the Library is quite particular on the quality and color of furnishings we use. Items needed:

Partitions for forming the outside walls of the Center  
one small table the size of a desk  
one large or two small tables to house PC, printer, and literature  
four chairs  
storage cabinet  
one sign stand with white letters reading FERS COUNSELING CENTER Karen has  
(a VCR will not be required this time)

Thank you in advance for the time and effort you will be expending on this request. If you need any additional information or my help, give me a call.


Jill

STAT

[ ] providing one portable PC and printer  
we will load our own software  
RD will provide computer & printer Marlene bringing on Wed  
Furniture will be in place Monday  
Copies of FERS & THRIFT NOTES, Decision Guide, and other material  
will be placed in the Center by Jill on Tuesday  
Sign for Center (attached to outside panel) ordered from P. PD

| STANDARD SERVICES PROVIDED BY P & D     |   |                          |  |                                      |   |  |
|---|---|--------------------------|--|--------------------------------------|---|--|
| MOTION PICTURE/TELEVISION               | BLACK & WHITE                               |                          | COLOR  |                                      | MICROFILM                                     |  |
| Film Duping - SOUND OR SILENT           | ORIGN FILM PROCESS 35, 70, 8 X 10, 120 ROLL |                          | ORIG. FILM PROCESSED—E-6, C-41<br>(POS) (NEG)          |                                      | PROCESS ORIG FILM:                            |  |
| Audio Duping - CASSETTE OR REEL TO REEL | STANDARD SERVICES:                          |                          |  |                                      | 16mm, 35mm, 105mm                             |  |
| Video Duping - U-MATIC-BETA-VHS         | FILM SIZE                                   | PRINT SIZE               | FILM SIZE  | PRINT SIZE                           | MICROFILM FROM SOURCE DOC:                    |  |
|   | 35 mm                                       | 4 X 6, 5 X 7, 8 X 10     | 35mm   | 5 X 7, 8 X 10, 11 X 14               | 16mm, 35mm, 105mm                             |  |
|   | 70mm  | 4 X 6, 5 X 7, 8 X 10     | 126  | 5 X 5, 8 X 8, 11 X 11                | MICROFILM FROM SOURCE DOC:                    |  |
| Film Editing - VIDEO EDITING            | CUSTOM SERVICES:                            |                          | 120/220  | 5 X 5, 8 X 8, 11 X 11 (Matched To)   | 16mm, 35mm, 105mm                             |  |
|   | 120   | 5 X 5, 8 X 8, 11 X 11    |  | 5 X 7, 8 X 10, 11 X 14 (Film Format) | REPRO. SERVICES:                              |  |
|   | 4 X 5                                       | 8 X 10, 11 X 14, 16 X 20 | 4 X 5  | 8 X 10, 11 X 14                      | Silver Duplicate From Orig Film               |  |
| Live MP Production                      | 8 X 10                                      | 8 X 10—30 X 40 MAX       | Custom services available on request (max. size 30x40) |                                      | Diaoza Duplicates From Orig Film              |  |
| Live TV Production - AUDITORIUM-1A-07   | REPRO. SERVICES:                            |                          | REPRO. SERVICES:                                       |                                      | Custom Processing Available With A Variety Of |  |
|   | Orig Submitted                              |                          | Orig. Submitted  | Photo Prod.                          | Packaging Cartridges, Reels, Fiche.           |  |
| Sound Recording - MAGNETIC - OPTICAL    | Photo Prints Matte Or Glossy                |                          | 35mm Slides  | Dupe Slides, Photos, Vg              |   |  |
|   | Custom Xerox Services                       |                          | 8x10 Trans.  | Slides, Dupe Vg, Photos              |   |  |
|   | 35mm Slide: Dupe, Vg, Photo Print           |                          |  |                                      |   |  |
|   | 8 X 10 Trans. (vg): Dupe Vg, Photo Prints   |                          |  |                                      |   |  |
|   | Other custom services available on request  |                          |  |                                      |   |  |

| DESCRIBE ATTACHED ENCLOSURE FULLY, STATING QUANTITY, TYPE, SIZE, MATERIAL: |   | LAB USE ONLY   |
|--|---|--|
| VU-GRAPHS  | 2 each of those marked (3)<br>1 each of remaining (3) | ACTUAL COUNT<br>VERIFICATION<br><br>BY _____<br><br>DATE _____ |

| DESCRIBE SERVICES REQUESTED AND/OR SPECIAL INSTRUCTIONS: |   |
|--|---|
| Modify 6 VU-GRAPHS                                       |  |

FORM 70C  
8-84

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